DOCUMENT RESUME

ED 180 951 SP 014 992

TITLE Requirements for Certificates for Administrators, Supervisors, and Teachers. Maryland School Bulletin, Volume L, Number 2.
INSTITUTION Maryland State Dept. of Education, Baltimore.
PUB DATE 1 Sep 75
NOTE 52p.

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS *Administrator Qualifications; *State Standards; *Supervisor Qualifications; *Teacher Certification
IDENTIFIERS *Maryland

ABSTRACT

The requirements for certificates for administrators, supervisors, and teachers in the state of Maryland are set forth. (JD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED180951

Requirements for Certificates for ADMINISTRATORS SUPERVISORS and TEACHERS

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

John C. Metzger

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

SP014792

Maryland School Bulletin
Volume L, Number 2

Requirements for Certificates

for

ADMINISTRATORS SUPERVISORS and TEACHERS

Date Issued: September 1, 1975*

Compiled from the 1971 Revision of Requirements for Certificates, Maryland State Board of Education Resolution Number 1972-16, Title 13 — 13.06.01, Volume 2, November 1, Maryland Register; (Passed by the Board of Education July 24, 1974).

Maryland State Department of Education
Division of Certification and Accreditation

Mailing Address: P.O. Box 8717
Baltimore-Washington International Airport
Baltimore, Maryland 21240

Location: International Tower Building
6510 Elkridge Landing Road
Linthicum Heights

* Since laws are subject to change periodically, check with local Board of Education or State Office of Teacher Certification.

Maryland State Board of Education

Members of the Board		Year Term Expires
Jerome Framptom, Jr., *President*	Federalsburg	1978
Richard Schifter, *Vice President*	Bethesda	1979
William M. Goldsborough	Oakland	1979
Joanne T. Goldsmith	District Heights	1980
Lawrence A. Miller	Baltimore	1977
Ellen O. Moyer	Annapolis	1977
William G. Sykes	Baltimore	1976

Secretary-Treasurer of the Board and State Superintendent of Schools
James A. Sensenbaugh

Deputy State Superintendent of Schools
Quentin L. Earhart

Assistant State Superintendent in Certification and Accreditation
Howard C. Allison

FOREWORD

In these changing times, it is the purpose of certification to establish meaningful standards of qualifications for all who are directly involved in the education process. By issuing professional certificates to educational personnel, the State Department of Education is accepting its legal responsibility of assuring society that minimum requirements have been satisfied and that the quality of teaching has been enhanced.

This bulletin contains the requirements for certificates for administrators, supervisors, and teachers. It is published as one of the services of the Maryland State Department of Education and is intended for the use of all personnel associated with the teaching profession.

The various sections have been codified according to Resolution No. 1974-13 (Numerical Recodification of Bylaws) of the State Board of Education made pursuant to Article 41, Section 247, Annotated Code of Maryland.

Sincerely,

James A. Sensenbaugh

JAMES A. SENSENBAUGH
State Superintendent of Schools

TABLE OF CONTENTS

		Page
13.06.01.01	**General Certification Regulations**	
	A. Teachers in Public Schools	2
	B. Administrators and Supervisors in Public Schools	2
	C. Teachers and Administrators in Approved Schools Operated by State Agencies	2
	D. Teachers and Administrators in Nonpublic Schools	2
	E. Certification as Minimum Standard	2
	F. Application	2
	G. Requirements for Consideration of Application	2
	H. Recent Credit	2
	I. Renewal Credits	3
	J. Correspondence Courses	3
	K. Experimental Programs	3
	L. Foreign Credits and Degrees	3
	M. Special Provision	3
	N. Assignment in Research Projects	3
	O. Basis for Certificates	3
	P. Reciprocal Arrangements and Recognition of the Certificates Issued by Other States	3
	Q. Waiver of Certification Requirements	3
	R. Validity and Renewal of Current Certificates	4
	S. New Teachers	4
	T. Exemption for Senior Teachers	
13.06.01.02	**Types of Certificates**	
	A. Standard Professional Certificate	5-6
	B. Advanced Professional Certificate	6
	C. Provisional Degree Certificate	6
	D. Provisional Nondegree Certificate	6
13.06.01.03	**Timing and Renewal of Certificates**	
	A. Effective Dates of Certificates	7
	B. Period of Validity	7
	C. Renewal of Professional Certificate	7
	D. Renewal of Provisional Degree Certificate	7
	E. Renewal of Provisional Nondegree Certificate	7
13.06.01.04	**Advisory Boards**	
	A. Professional Standards and Teacher Education Advisory Board	8
	B. Review Board	8
13.06.01.05	**Certificate Requirements**	
	A. Administrators and Supervisors	
	General	
	1. Assistants in Administration and Supervision	9
	2. Superintendents	9
	3. Supervisors and Principals	10
	Special Areas	
	1. Media Administrator — Educational (Level III)	11
	2. Hearing Impaired — Supervisor	11
	3. Psychological Services — Supervisor	12
	4. Pupil Personnel — Supervisor	12
	5. School Libraries — Supervisor	12
	6. School Lunch — Supervisor	13
	7. School Transportation — Assistant Supervisor	13
	8. School Transportation — Supervisor	13
	9. Speech Pathologist and Audiologist — Supervisor	13

B. Specialists

1. Guidance Counselor 14
2. Librarian (Elementary School) 14-15
3. Librarian (Secondary-Elementary School) 15
4. Librarian (Secondary School) 15
5. Librarian (Elementary-Secondary School) 15
6. Media (Educational) Associate (Level I) 16
7. Media (Educational) Generalist (Level II) 17
8. Media (Educational) Specialist (Level III) 18
9. Psychologist (Consultant) 19
10. Psychologist I (School) 20
11. Psychologist II (School) 21
12. Pupil Personnel Worker 22
13. Reading Specialist 22
14. Reading Teacher 23
15. Speech Pathologist and Audiologist 23-24
16. Therapists (Occupational and/or Physical) 24

C. Teachers

General

1. Early Childhood Education 25
2. Elementary Education 26
3. Junior High School Education 27
4. Middle School Education 27
5. Secondary Education 28

Special Areas

1. Agriculture 29
2. Agriculture Teacher-Coordinator 29
3. Art (Elementary School) 30
4. Art (Elementary Endorsement) 30
5. Art (Secondary School) 30
6. Business Education 31
7. Business Education Teacher-Coordinator 31
8. Cooperative Vocational Education Programs 32
9. Data Processing (Business) 32
10. Distributive Education — Teacher-Coordinator 33
11. Driver Education a. Classroom Instructors 34
    b. Laboratory Instructors 34
12. Foreign Language — Elementary 35
13. Health Education 36
14. Health Occupations Education Programs 37
15. Hearing Impaired 38-39
16. Home Economics — Child Development Laboratory 40
17. Home Economics — Consumer and Homemaking Education . 40
18. Home Economics — Vocational Home Economics Occupational Programs 40-41
19. Industrial Arts 41-42
20. Music (Elementary School) 42
21. Music (Elementary Endorsement) 42
22. Music (Secondary School) 42
23. Outdoor Education 43
24. Physical Education (Elementary School) 43
25. Physical Education (Elementary Endorsement) 43
26. Physical Education (Secondary School) 44
27. Special Education (Handicapped) 44-45
28. Speech 45
29. Technical Education Programs 45
30. Trades and Industry Programs 46

13.06.01 DIVISION OF CERTIFICATION AND ACCREDITATION

13.06.01.01 GENERAL CERTIFICATION REGULATIONS

A. Teachers in Public Schools

Every public school teacher in the local school systems in Maryland is required to hold a Maryland State Teacher's Certificate.

B. Administrators and Supervisors in Public Schools

Every person employed in the public school systems of Maryland in an administrative or supervisory capacity directly related to the instructional program is required to hold a certificate appropriate to his position, as provided herein. Other assistants in administration and supervision may be issued certificates as provided herein.

C. Teachers and Administrators in Approved Schools Operated by State Agencies

Teachers, supervisors, and administrators in schools (nursery school-secondary) operated by State agencies shall be eligible for certification on the same basis as persons employed in the public schools.

D. Teachers and Administrators in Nonpublic Schools

Teachers, supervisors, and administrators employed in nonpublic schools in the State of Maryland shall be eligible for certification on the same basis as persons employed in the public schools.

E. Certification as Minimum Standard

These requirements establish minimum standards for State certification only. An employing local school system may, as a condition of employment, establish standards higher than those established for certification.

F. Application

Certificates shall be issued by the State Superintendent of Schools upon written application supported by official transcripts of the applicant's record.

G. Requirements for Consideration of Application

An application for certification shall be considered only if the applicant:

1. holds a tentative appointment to a position in the Maryland public school system, except as provided in C. and D. hereof,

OR

2. is a graduate of an approved teacher-education program in a Maryland institution,

OR

3. pays a fee of $10.00 to the Maryland State Department of Education and submits this fee, an application for a Standard Professional Certificate, and official transcripts to the Office of Teacher Certification.

H. Recent Credit

For reinstatement of a Standard Professional Certificate or Advanced Professional Certificate, the applicant must have earned six semester hours of acceptable credit within five years immediately preceding the reinstatement.

I. Renewal Credits

Credits earned subsequent to qualifying for the Standard Professional Certificate may be used to renew that certificate, provided the certificate is issued within one year of the completion of the credit.

J. Correspondence Courses

Correspondence course credits will not be recognized for certification purposes unless the institution granting the degree indicates that they have been accepted for the degree. Under no circumstances shall correspondence courses in education be accepted to meet the professional requirements of a Standard Professional Certificate or an Advanced Professional Certificate.

K. Experimental Programs

The State Superintendent of Schools may authorize the issuance of the certificates provided in 13.06.01.05 A., B., and C. General 1-5; Special 3-5; 11-13; 15; 19-28 to teachers who have completed an experimental program in teacher education approved by him. Approval may be obtained for a period of five years, renewable for additional five-year periods, by the institution engaged in the experiment upon its written request.

L. Foreign Credits and Degrees

The State Superintendent of Schools may recognize credits and degrees earned in foreign institutions of higher learning if, after appropriate evaluation, he is satisfied that such credits or degrees are the equivalent of the specific requirements set forth in these certificate requirements.

M. Special Provision

For any person requiring certification as a teacher and at least 24 semester hours of post-baccalaureate graduate credit or a master's degree, the appropriate professional certificate shall be issued if the applicant is within six semester hours of meeting the requirements for a teaching certificate and has completed at least five years of successful teaching experience at a level appropriate to the teaching certificate.

N. Assignment in Research Projects

Teachers holding professional certificates who are selected to participate in special research projects may remain on these certificates for three years. If they continue beyond three years and have not met the appropriate certificate requirements, a provisional certificate shall be issued unless the State Superintendent of Schools waives this requirement.

O. Basis for Certificates

Standard professional certificates shall be issued on the basis of preparation except in those areas where graduate credit is required.

P. Reciprocal Arrangements and Recognition of the Certificates Issued by Other States

Agreements entered into by the State Superintendent of Schools with regard to reciprocal arrangements and recognition of certificates issued by other states as authorized under provisions of Section 108A-D of Article 77, or as otherwise provided by law, shall become a part of these regulations.

Q. Waiver of Certification Requirements

The State Superintendent of Schools has the authority to waive certification requirements in a situation where he feels, after thorough investigation, that the applicant's preparation and/or experience are adequate to justify such waiver.

R. Validity and Renewal of Current Certificates

Certificates issued by the State of Maryland, prior to the adoption of these certification requirements, shall remain valid for the period for which they were issued and shall be subject to the same renewal provisions as certificates under 13.06.01.03 C., D., and E. of these regulations.

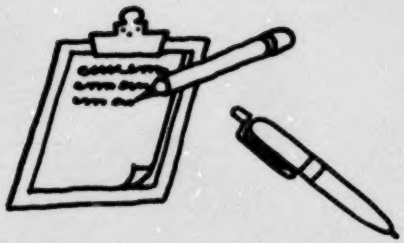
S. New Teachers

Persons who entered college prior to September 1, 1972, may, until September 1, 1976, be issued a certificate under standards in effect immediately prior to July 1, 1974.

T. Exemption for Senior Teachers*

The Standard or Advanced Professional Certificate of any teacher employed in Maryland may be renewed without regard to the renewal requirements of these regulations provided that upon the expiration of the certificate:

1. the renewal is recommended by the local superintendent, and
2. the applicant for certificate renewal is 55 years of age or older or has been employed in public or approved nonpublic school service for a period of not less than 25 years.



* See Article 77, Section 27, Annotated Code of Maryland, 1973, Cummulative Supplement

13.06.01.02 TYPES OF CERTIFICATES

A. Standard Professional Certificate

1. A Standard Professional Certificate shall be issued to a teacher who has received a bachelor's degree, or a higher degree, from an accredited institution within five years immediately preceding the issuance of the certificate, or who holds a bachelor's degree, or higher degree, from an accredited institution and has earned six hours of acceptable credit within five years immediately preceding the issuance of the certificate and qualifies in one of the following ways:

   a. graduated from an approved teacher-education program in a Maryland institution

   OR

   b. meets the specific requirements as set forth in these regulations for early childhood, elementary, secondary academic, special fields and services (elementary and secondary), or vocational education

   OR

   c. holds a valid professional certificate (the initial regular certificate) issued by a state whose certification practices have been reviewed by the Professional Standards and Teacher Education Advisory Board and are approved by the Maryland State Board of Education

   OR

   d. has received a bachelor's degree in 1954 or thereafter from an institution approved at the time of graduation by the National Council for the Accreditation of Teacher Education; has completed a course of study prescribed by the institution for the preparation of teachers at the level and subject area of the teacher's major field; and is recommended by an official of the institution whose designation for this purpose is acceptable to the State Superintendent of Schools; or has completed the same program as post-baccalaureate credit and has been recommended by the institution.

OR

2. A Standard Professional Certificate shall be issued to a teacher who has received a bachelor's degree, or a higher degree, from an accredited institution within five years immediately preceding the issuance of the certificate, or who holds a bachelor's degree, or higher degree, from an accredited institution and has earned six hours of acceptable credit within five years immediately preceding the issuance of the certificate and qualifies in one of the following ways:

   a. completes an internship approved by the Maryland State Board of Education

   OR

   b. completes a competency-based teacher-education program approved by the Maryland State Board of Education as appropriate to the area of certification being sought.

OR

3. A Standard Professional Certificate shall be issued to a teacher who has fulfilled the conditions of any of the following reciprocity agreements:

   a. Interstate Contract Agreement

      (1) received a bachelor's or master's degree indicating the completion of a teacher education program in January 1964 or thereafter from an institution whose program was approved at the time of graduation by the State Department of Education whose state is participating in the Interstate Contract Agreement

OR

(2) holds a professional teacher's certificate from one of the states participating in the Interstate Contract Agreement and has a total of three years of experience within the past seven years with two years of teaching under the certificate offered for interstate recognition.

b. NASDTEC Certification Reciprocity System

received a bachelor's degree in 1965 or thereafter for the completion of a teacher-education program based on the NASDTEC recommended standards.

B. Advanced Professional Certificate

Upon the recommendation of the local superintendent with specific reference to the professional improvement of public school personnel:

1. An Advanced Professional Certificate shall be issued to a teacher who:
   a. has completed three years of successful teaching experience,
   b. meets the requirements for a standard professional certificate,
   c. (1) holds a master's degree relevant to the professional assignment and/or anticipated professional responsibility of the individual

      OR

      (2) has completed a planned program of 30 credit hours relevant to the professional assignment and/or anticipated professional responsibility of the individual. A minimum of 15 semester hours shall be earned in graduate level credit awarded by accredited institutions. A maximum of 15 credit hours may be earned in undergraduate courses conducted by accredited institutions and/or inservice programs approved by the State Superintendent of Schools

      OR

      (3) has completed a planned program of at least 30 semester hours of inservice education developed and implemented by the local school unit and approved by the State Superintendent of Schools.

2. An Advanced Professional Certificate shall be issued in the vocational education areas to a teacher who is not required to have a bachelor's degree for initial certification who:
   a. has completed three years of successful teaching experience,
   b. holds or meets the requirements for the standard professional certificate, and
   c. has completed a planned program of 34 semester hours, including both professional and content courses, six hours of which must have been earned within three years of receiving the Standard Professional Certificate. Included in the 34 semester hours of credit may be a maximum of six approved inservice credits.

C. Provisional Degree Certificate

A Provisional Degree Certificate may be issued to a teacher who holds a bachelor's degree, or higher degree, from an accredited institution but fails to meet the requirements for a standard professional certificate. This certificate may be issued only when a teacher who meets the requirements for a Standard Professional Certificate is not available.

D. Provisional Nondegree Certificate

A Provisional Nondegree Certificate may be issued only to designated teachers for whom a bachelor's degree is not a requirement.

13.06.01.03 TIMING AND RENEWAL OF CERTIFICATES

A. Effective Dates of Certificates

A certificate issued to an applicant who begins his service between January 1 and June 30, inclusive, shall be dated January 1. A certificate issued to an applicant who begins his service between July 1 and December 31, inclusive, shall be dated July 1.

B. Period of Validity

1. Administrative and supervisory certificates shall be issued for ten years.
2. Certificates for assistants in administration and supervision shall be issued for ten years.
3. Advanced Professional Certificates shall be issued for ten years.
4. Standard Professional Certificates shall be issued for five years.
5. Provisional Degree Certificates shall be issued for one year.
6. Provisional Nondegree Certificates shall be issued for one year.

C. Renewal of Professional Certificates

Upon the recommendation of the local superintendent with specific reference to the professional improvement of public school personnel:

1. Standard Professional Certificates shall be renewed for five years upon presentation of six semester hours earned in inservice, undergraduate, or graduate courses relevant to the professional assignment of the teacher. Upon the expiration of the renewal period, a teacher must qualify for the Advanced Professional Certificate.

   Failure to comply with this regulation will result in the issuance of a provisional certificate, unless 13.06.01.01T is applicable.
2. Certificates in administration and supervision and certificates as assistants in administration and supervision shall be renewed for ten years.
3. Advanced Professional Certificates shall be renewed for ten years.
4. Teachers of English and social studies*, elementary school, and early childhood education who have not previously presented credits in the teaching of reading shall present 3 semester hours in the methods of teaching reading, or 3 credits earned in an approved workshop in the teaching of reading.

D. Renewal of Provisional Degree Certificate

Upon the recommendation of the local superintendent, a Provisional Degree Certificate may be issued for a one-year period, provided that the certificate may be reissued only upon the completion of six semester hours of study in a program leading toward the Standard Professional Certificate.

E. Renewal of Provisional Nondegree Certificate

Upon the recommendation of the local superintendent, a Provisional Nondegree Certificate may be issued for one year to designated teachers for whom a bachelor's degree is not required, provided that the certificate may be reissued only upon the completion of six semester hours of study in a program leading toward the Standard Professional Certificate.

* The term "social studies" is considered in its generic sense.

13.06.01.04 ADVISORY BOARDS

A. Professional Standards and Teacher Education Advisory Board

A Professional Standards and Teacher Education Advisory Board shall be established and appointed by the Maryland State Board of Education. This Board shall be charged with responsibility for advising the State Board of Education on policies and standards related to certification of teachers, review of policies on waiver of certification requirements, accreditation of teacher education programs, and studies and research aimed at improvement of teacher education, including continuing and inservice education for teachers.

The Professional Standards and Teacher Education Advisory Board shall consist of 22 members. The State Board of Education shall choose professional members of the Advisory Board from nominations submitted by members of the profession and by professional education groups. There shall be appointed eight public school classroom teachers, six teacher education faculty members from colleges of the state, four members of the current administrative or supervisory staffs of the public schools, two members of the current administrative or supervisory staffs of of the approved nonpublic schools of the state, and three lay members from the citizenry of the state selected on the basis of their interest in and knowledge of the public schools and their needs. In making appointments to the Advisory Board, the State Board of Education shall give the full consideration to maintaining the representative nature of the Advisory Board with regard to race, sex, and geographic distribution.

The Assistant State Superintendent in Certification and Accreditation shall serve as a nonvoting member of the body and his office shall serve as the staff office or secretariat of the advisory body.

Members of the Professional Standards and Teacher Education Advisory Board shall serve three-year terms from October 1 of the calendar year in which the appointment is made, except that, of the initial appointments, eight shall be appointed for a one-year term, eight for a two-year term, and the remainder for a three-year term. Each of the initial appointees appointed to one- or two-year terms shall be eligible for reappointment to one additional term of three years. Appointees who have served for a full three-year term shall not be eligible for consecutive terms.

A chairman of the Professional Standards and Teacher Education Advisory Board shall be selected annually by the members of the Board.

Grants and funds for special studies conducted by this Board shall be received by the State Board of Education and administered in the same manner as grants that are currently received.

B. Review Board

A separate Review Board of five professional members shall be appointed by the State Board of Education upon the recommendation of the State Superintendent of Schools to act in an advisory capacity to him. This Board shall review and make recommendations to the State Superintendent on appeals from rulings of the certification staff. One member of the Professional Standards and Teacher Education Advisory Board shall be appointed to permit liaison between the two Boards.

The Review Board's findings and recommendation for each case shall be submitted to the State Superintendent of Schools who shall make a determination.

Members of the Review Board shall serve for a minimum of one year and shall be subject to reappointment upon the recommendation of the State Superintendent of Schools. The term of office shall be from September 1 of the calendar year in which the appointment is made.

A Chairman of the Review Board shall be selected annually in September by the members of the Board.

13.06.01.05 CERTIFICATE REQUIREMENTS

A. Administrators and Supervisors

General

1. Assistants in Administration and Supervision

Certificates for assistants in administration and supervision may be issued by the State Superintendent of Schools to employees of the local boards of education who qualify for them and who are assigned to administrative or supervisory responsibilities not otherwise covered in the certification requirements and who have responsibilities comparable to those assigned to others who hold specific supervisory certificates. Assistants shall have completed a four-year course in an approved college or shall have achieved equivalent status in the judgment of the State Superintendent of Schools by having appropriate certification from the board controlling the professional practice of the specialty and three years experience in the special field. Recent credit and credit for renewal of certificate for these positions would not be necessary unless required by the local superintendent.

2. Superintendents

The requirements for a certificate as superintendent or deputy, associate, and assistant superintendent or equivalent position shall be:

a. eligibility for a professional certificate,

b. a master's degree from an accredited institution,

c. three years of successful teaching experience and two years of administrative and/or supervisory experience,

d. successful completion of a two-year program with graduate courses in administration and supervision in an institution or institutions approved by an accrediting agency recognized by the State Superintendent of Schools; graduate work under section (b) may be applied toward the requirements of this section (d), provided that a minimum of 60 semester hours of graduate work is presented.

3. Supervisors and Principals

The requirements for a certificate as supervisor or principal shall be:

a. eligibility for a professional certificate appropriate to the level of assignment,

b. a master's degree from an accredited institution,

c. an additional 15 semester hours of graduate or equivalent credit,

d. three years of successful teaching experience at the appropriate level,

e. either as part of the requirements in sections (b) and (c) or in addition thereto, completion of a balanced program of graduate courses, 15 semester hours of which may be in State Department of Education-approved workshops:

(1) Supervision

eighteen semester hours in a balanced program selected from such areas as administration, supervision, psychology of learning, guidance and counseling, group dynamics, human growth and development at the selected level of operation, oral and written communication, multi-media, and sociology of the community;

(2) Curriculum

twelve semester hours in a balanced program selected from such areas as curriculum change and paradigms, strategy and influences in curriculum development, curriculum appraisal, programmed instruction, and data systems;

(3) Content

fifteen semester hours in content areas appropriate to the level of assignment with the suggestions that at the elementary level a major area might be developed; at the secondary level additional hours in the present major area might be completed; or for both elementary and secondary levels, electives in a number of areas which may include the major content area as well as such content as sociology, anthropology, economics, and the humanities.

Administrative assistants, assistant principals, or vice principals may be issued a principal's certificate if the requirements as listed under 3. have been completed. A certificate as administrative assistant, assistant principal, or vice principal shall be issued to those who do not meet the above requirement but who have met the requirements for the Advanced Professional Certificate.

The Standard Professional or Advanced Professional Elementary School Teacher's Certificate shall be considered valid for service as principal of an elementary school of not more than six teachers when said principal teaches at least 50 percent of the school day.

Special Areas

1. Educational Media (Audiovisual/Library) Administrator (Level III)

a. *Definition*

The person(s) designated by the superintendent of schools as having responsibility for the administration and supervision of the media program at the school system level and in the individual schools.

b. *Guidelines for Job Responsibilities*

This is a leadership role. Appropriate job responsibilities include the development of policies, programs, budgets, and procedures for the media services of the school system and its schools and supervision of the media program in the individual schools.

c. *Education and Experience*

(1) A master's degree in a media program from an institution that has been accredited by a nationally recognized agency.

(2) An additional 15 semester hours of graduate credit or equivalent credit for workshops and institutes approved by the State Department of Education; such credit shall include at least equivalency of six semester hours in administration and supervision, with remaining credits chosen from management, planning, research, human relations, etc.

(3) Three years of successful school media program experience; at the recommendation of the local superintendent, two years of related successful experience may be substituted for two years of school media program experience.

(4) Eligibility for a professional certificate as an Educational Media Generalist (Level II).

2. Supervisor of Teachers of the Hearing Impaired

A professional certificate in supervision of teachers of the hearing impaired shall be issued to an applicant who satisfies the following requirements:

a. eligibility for certification as a teacher of the hearing impaired,

b. a master's degree from an accredited institution,

c. study at the graduate level, including at least one course in administrative and supervisory techniques and one course in curriculum development,

d. three years of successful teaching experience with the hearing impaired or at least four years paid experience or its equivalent in a school setting with two years successful teaching experience with the hearing impaired.

17

3. **Supervisor of School Psychological Services***

The supervisor of school psychological services supervises and administers the program of psychological services in the schools of a city or county. For supervisors of school psychological services, the following are required:

a. certification as a psychologist by the Maryland State Board of Examiners of Psychologists

OR

a doctoral degree in psychology or education with emphasis in areas qualifying the applicant to supervise and administer a program of psychological services in schools.

The required academic background is the same as for school psychologist II.

AND

b. an additional two years experience is required over and above the requirements for school psychologist II.

4. **Supervisor of Pupil Personnel**

a. eligibility for a professional certificate,

b. eligibility for the Standard Professional Certificate as pupil personnel worker,

c. a master's degree at an accredited institution,

d. a graduate course, either as part of c. or in addition thereto in the area of administration and supervision,

e. three years of successful teaching experience; at the recommendation of the local superintendent, two years of related experience may be counted for two years of teaching experience.

5. **Supervisor of School Libraries**

a. eligibility for the Standard Professional Certificate for elementary or secondary school librarian,

b. a master's degree in library service from an approved library school or a master's degree in another field from a regionally accredited institution, plus 30 semester hours of graduate credit in library science,

c. a graduate course in general supervision or supervision of the school library,

d. three years of successful school library experience; at the recommendation of the local superintendent, two years of related experience, either teaching or library, may be substituted for two years of school library experience.

* An individual receiving a doctorate from an APA approved program in clinical or school psychology will be eligible for certification without evaluation of individual courses.

6. **Supervisor of School Lunch**
   a. eligibility for a professional certificate,
   b. a master's degree at an accredited institution,
   c. graduate credit either as a part of the requirements of b. or in addition thereto in the following areas:
      (1) not less than six semester hours of professional credit in supervision of school lunch,
      (2) not less than 24 semester hours of content credit in the school lunch field, including courses in foods, nutrition, food purchasing, food service equipment, food cost accounting, quantity cookery, and school lunch management.
   d. four school years (or the equivalent) of successful experience in food service management, including at least two years in a public school lunch program or four years of successful experience as a teacher, including two years' experience in management of the school lunch program.

7. **Assistant Supervisor of School Transportation**
   a. a standard four-year college course or the equivalent in scholastic preparation

   OR

   b. training and experience in related fields.

8. **Supervisor of School Transportation**
   a. eligibility for a professional certificate,
   b. a master's degree, including six semester hours in public school administration and six semester hours in public school transportation,
   c. three years of successful teaching experience or three years of successful experience in public transportation.

9. **Supervisor of Speech Pathologists and Audiologists**

   A professional certificate in supervision of speech pathology and audiology shall be issued to an applicant who satisfies the following requirements:
   a. eligibiltiy for State certification as a Speech Pathologist or Audiologist,
   b. a master's degree from an institution with an approved program at the time of graduation,
   c. study at the graduate level must include at least one course in administrative and supervisory techniques and one course in the development of school curriculum,
   d. at least four years full-time paid experience or its equivalent as a speech and hearing clinician, two years of which shall have been in a school setting.

B. Specialists

1. Guidance Counselor

a. two years of successful teaching or counseling experience at the level of certification

AND

b. master's degree with a major in guidance and counseling from an institution having a department of guidance which is approved at the time of graduation. (Such a master's degree will be acceptable without reference to the specific content areas listed in c.)

OR

c. not less than 30 semester hours of graduate or post-baccalaureate credit in the following fields of study, provided 30 semester hours of credit as indicated above are submitted; specific requirements may be met by upper division undergraduate credit. Items 1 through 7 are required; 8 is required for elementary school counselors:

(1) philosophy, principles and practices of pupil services

(2) psychology of personality, adjustment, and mental health

(3) human growth and development and theories of learning

(4) standardized and non-standardized methods of pupil appraisal

(5) theories of career development and uses of educational and occupational information

(6) theories and techniques of counseling including a supervised practicum in counseling

(7) counseling concerning minority groups

(8) specialized techniques for counseling young children

(9) disciplines, such as anthropology, economics, sociology, and biology

(10) the special learning problems of such groups of students as non-readers, the gifted, the disadvantaged, and the handicapped

(11) group processes

(12) organization and administration of pupil services programs

2. Librarian (Elementary School)

a. a master's degree in library science or a bachelor's degree in library science which is based upon a previous bachelor's degree; in addition to or as part thereof, a course in elementary school curriculum or child development and a course in the selection of books and materials for children

OR

b. eligibility for an elementary school teacher's certificate and presentation of 18 semester hours in library science, including courses dealing with the philosophy and principles of librarianship, organization and administration of libraries, reference, and selection of books and materials for children

OR

c. a bachelor's degree from an accredited institution and in addition to or as part thereof:

(1) at least 80 semester hours in academic content courses outlined in 13.06.01.05 C2b;

(2) at least 18 semester hours in library science including courses dealing with the philosophy and principles of librarianship, organization and administration or libraries, reference, and the selection of books and materials for children;

(3) at least 15 semester hours of professional education courses including the following:
   (a) psychological foundations of education,
   (b) elementary school curriculum,
   (c) six semester hours of supervised observation and practice work in the school library or practice teaching. Two years of successful experience as a librarian or elementary school teacher may be substituted for the practice work or practice teaching as long as the total number of semester hours in professional courses is not reduced thereby below 12 semester hours.

3. Librarian (Secondary-Elementary School)

A secondary school librarian may qualify as an elementary school librarian by presenting credit for a course in elementary school curriculum or child development and a course in the selection of books and materials for children.

4. Librarian (Secondary School)

a. a master's degree in library science or a bachelor's degree in library science which is based upon a previous bachelor's degree; in addition to or as part thereof a course in secondary school curriculum or adolescent development and a course in the selection of books and materials for young people

OR

b. eligibility for a secondary school teacher's certificate and presentation of 18 semester hours in library science, including courses dealing with the philosophy and principles of librarianship, organization and administration of libraries, reference, and selection of books and materials for young people

OR

c. a bachelor's degree from an accredited institution and in addition to or as a part thereof:

(1) at least 24 semester hours in one of the fields of study outlined in 13.06.01.05 C5b;

(2) at least 18 semester hours in library science, including courses dealing with philosophy and principles of librarianship, organization and administration of libraries, reference, and the selection of books and materials for young people;

(3) at least 15 semester hours of professional education courses, including the following:
   (a) psychological foundations of education,
   (b) secondary school curriculum,
   (c) six semester hours of supervised observation and practice work in the school library or practice teaching. Two years of successful experience as librarian or secondary school teacher may be substituted for the practice work or practice teaching as long as the total number of semester hours in professional courses is not reduced thereby below 12 semester hours.

5. Librarian (Elementary-Secondary School)

An elementary school librarian may qualify as a secondary school librarian by presenting credit for a course in secondary school curriculum or adolescent development and a course in the selection of books and materials for young people.

6. Educational Media (Audiovisual/Library) Associate (Level I)

a. *Definition*

A media associate has developed introductory professional knowledge, understanding of and competency in media services, with particular emphasis on the operation of a unified media program.

b. *Guidelines for Job Responsibilities*

This is the beginning professional level of educational media responsibilities. The associate should work under the supervision of a media generalist of a system administrator. Appropriate job responsibilities are: an assistant in a large school media center, in a media center program at the system level, or in charge of a media center in a small school.

c. *Education and Experience*

A bachelor's degree and as a part of the degree or in addition to the degree 18 semester hours in basic media education designed to develop introductory professional competencies in the areas listed below. A separate course in each area is not required.

(1) Introductory knowledge of educational systems:
   (a) theory, principles and methods of instructional systems (e.g., curriculum development and teaching strategies),
   (b) knowledge of client groups (e.g., societal, psychological, and physical characteristics).

(2) Introductory knowledge of media and information systems:
   (a) operation of school media programs,
   (b) organization of knowledge (e.g., cataloging, classification),
   (c) media design and production,
   (d) media selection, utilization, and evaluation,
   (e) reading, listening, and viewing guidance,
   (f) materials and informations systems for children and young adults, including reference and bibliographic systems.

(3) Practicum* or two years of successful teaching or two years of successful media-related experience.

d. *Requirements for Renewal*

To renew the Standard Professional Certificate for a Media Associate (Level I), the Associate may follow the usual pattern that leads to the Advanced Professional Certificate or the Associate may choose to earn six semester hours for the first three-year renewal period and six semester hours for each of the following three three-year renewal periods so that a total of 24 semester hours are earned for the total twelve-year period. This option would permit State-approved workshops, institutes, inservice activities, undergraduate or graduate credit to be used for renewal without any restrictions as to the amount of hours in the credit activities. Although the second option would not require meeting the regulations for the APC, the Media Associate must earn at least six semester hours of continuing education as applicable above for each five-year renewal period that would be continuous after the twelve-year period.

* Practicum — A unit of work involving the practical application of previously learned concepts and techniques in an operational situation.

7. Educational Media (Audiovisual/Library) Generalist (Level II)

a. *Definition*

A media generalist has developed knowledge, understanding of and competency in the broad range of media services, with particular emphasis on those competencies related to the development and administration of a unified media program.

b. *Guidelines for Job Responsibilities*

This is the full professional level of educational media responsibilities. Appropriate job responsibilities are the head of a school media center in a school of any size, on the staff of a large school media center, or of a system level media program.

c. *Education and Experience*

A master's degree in media education, or 36 semester hours of equivalent graduate credit of which 15 semester hours must be completed at one institution. The master's degree or equivalent program must include the development of full professional competencies in the areas listed below. A separate course in each area is not required.

(1) Knowledge of educational systems
   (a) theory, principles and methods of instructional systems (e.g., curriculum development and teaching strategies),
   (b) organization of education and its implications for media programs,
   (c) knowledge of client groups (e.g., societal, psychological, and physical characteristics) and analysis of client information needs.

(2) Knowledge of media and information systems
   (a) materials and information systems for children and young adults, including reference and bibliographic systems,
   (b) principles of communication and the dissemination and utilization of information,
   (c) administration and management of media program,
   (d) organization of knowledge (e.g., cataloging, classification),
   (e) media design and production,
   (f) media selection, utilization, and evaluation,
   (g) reading, listening, and viewing guidance,
   (h) automation and information retrieval.

(3) Practicum* or two years of successful teaching or two years of successful media-related experience.

(4) As part of a master's or equivalency program, graduate courses in related disciplines or additional media courses may be substituted for the above if some of the competencies described have been acquired as a part of the undergraduate program or through other approved means.

(5) The graduate school awarding the degree, or the institution in which the student completes at least 15 hours of his requirements, shall be responsible for certifying that the student has demonstrated proficiency and competency in the areas required above, or the Division of Certification and Accreditation of the State Department of Education may request an institution of higher learning to assist in the evaluation of the applicant's competencies when appropriate.

* Practicum — A unit of work involving the practical application of previously learned concepts and techniques in an operational situation.

8. Educational Media Specialist in ———— (Level II)

a. *Definition*

A media specialist has developed a high degree of understanding of and competency in a specific area of the media program.

b. *Guidelines for Job Responsibilities*

Appropriate job responsibilities are performance of specialized functions in area of competency in a large school media center or system level media program, in charge of a major function of the total media program. The specialist is generally not recommended for head of a total media program unless he has demonstrated competencies or educational preparation in administration.

c. *Education and Experience*

The master's degree from an accredited graduate program or an equivalent program of 36 semester hours of post-baccalaureate credit of which 15 semester hours must be completed at one institution. The specialist program must be designed to develop full professional competency in a special or media related field, such as audiovisual communication, computer assisted instruction, library science, programmed instruction, and educational television. In addition, the program must include the development of full professional competencies in the following areas:

(1) Knowledge of educational systems
   (a) theory, principles and methods of instructional systems (e.g., curriculum development and teaching strategies),
   (b) organization of education and its implications for media programs,
   (c) knowledge of client groups (e.g., societal, psychological, and physical characteristics) and analysis of client information needs.

(2) Practicum* or two years of successful teaching or two years of successful media-related experience.

(3) As part of a master's or equivalency program, graduate courses in related disciplines or additional media courses may be substituted for the above if some of the competencies described have been acquired as a part of the undergraduate program or through other approved means.

(4) The graduate school awarding the degree, or the institution in which the student completes at least 15 hours of his requirements, shall be responsible for certifying that the student has demonstrated proficiency and competency in the areas required above, or the Division of Certification and Accreditation of the State Department of Education may request an institution of higher learning to assist in the evaluation of the applicant's competencies when appropriate.

* Practicum — A unit of work involving the practical application of previously learned concepts and techniques in an operational situation.

9. Consultant Psychologist

The role of the psychologist in the school system has evolved from the traditional one with emphasis on psychological testing and diagnosis to a broader role in areas such as social psychology, experimental psychology, curriculum, and research as they influence the child in the school, in the home, and in the community. The following provisions for certification in specialty areas of psychology are made. The consultant's function in the school system shall be limited to his area of specialty, for example, social, clinical, educational, experimental, counseling, personnel, rehabilitation, community psychology. For consultant psychologist, the following are required:

a. certification as a psychologist by the Maryland State Board of Examiners of Psychologists

OR

b. a doctoral degree in psychology or allied fields

AND

c. three years of successful experience working as a psychologist under qualified supervision (as previously described), one year of which shall be working in the psychologist's specialty.

APPLICATION OF REQUIREMENTS TO PSYCHOLOGISTS ALREADY CERTIFICATED BY THE MARYLAND STATE BOARD OF EDUCATION

All psychologists holding the advanced professional certificate from the Maryland State Board of Education as of January 27, 1971, shall be certificated as School Psychologist II.

APPLICATION OF REQUIREMENTS TO PSYCHOLOGIST HOLDING PROVISIONAL CERTIFICATES

As of the date of adoption of the certification requirements, January 27, 1971, persons engaged in psychological services and holding provisional certificates as psychologists issued by the State Superintendent of Schools may qualify for School Psychologist II referred to above by meeting either the previously existing requirements or the requirements set forth herein for School Psychologist II. Six semester hours of credit applicable to these requirements must be presented each two-year period subsequent to the issuance.

10. School Psychologist I*

A School Psychologist I is to function only under the supervision of a School Psychologist II. For School Psychologists I, the following are required:

a. A master's degree in psychology or education, in an approved program in clinical or school psychology

OR

b. thirty-four semester hours of graduate credit completed at an institution or institutions offering a program approved for clinical or school psychology.

A minimum of 18 semester hours of the total required must have been earned at one institution.

In either case the academic background must include 45 semester hours of graduate and undergraduate credit in the areas listed below, including credit in each of the first eight areas. At least 24 of the 45 credits must be graduate credits:

(1) basic and advanced psychological and/or educational foundations
(2) individual intelligence testing
(3) projective techniques
(4) personality theory
(5) abnormal psychology
(6) developmental psychology
(7) statistics, research methods, or experimental psychology
(8) theories of learning or educational psychology
(9) interviewing, counseling, and therapy techniques
(10) physiological and neurological bases of behavior
(11) social bases of behavior
(12) group assessment techniques
(13) practicum in testing
(14) thesis

AND

c. one year of successful experience (minimum of nine months or 1000 clock hours), providing psychological services to individuals or groups under a person who is a qualified psychological supervisor as defined by APA Standards, or who is certifiable as a School Psychologist II, or higher. Supervised psychological experience in an internship or externship program will also satisfy experience requirements.

* An individual receiving a doctorate from an APA approved program in clinical or school psychology will be eligible for certification without evaluation of individual courses.

11. School Psychologist II*

The School Psychologist II is certificated to work independently and to supervise School Psychologists I. For School Psychologists II, the following are required:

a. certification as a psychologist by the Maryland State Board of Examiners of Psychologists

OR

b. a doctoral degree in psychology or education in an approved program in clinical or school psychology

OR

c. a master's degree in psychology or education in an approved program in clinical or school psychology, plus 21 semester hours of graduate credit.

The required academic background must include 60 hours of graduate and undergraduate credit in the areas listed below, including credit in each of the first eight areas. At least 36 of the required 60 credits must be graduate credits:

(1) basic and advanced psychological and/or educational foundations
(2) individual intelligence testing
(3) projective techniques
(4) personality theory
(5) abnormal psychology
(6) developmental psychology
(7) statistics, research methods, or experimental psychology
(8) theories of learning or educational psychology
(9) interviewing, counseling, and therapy techniques
(10) physiological and neurological bases of behavior
(11) social bases of behavior
(12) group assessment techniques
(13) practicum in testing
(14) thesis

AND

d. three years of successful experience working as a psychologist in an educational or clinical setting under qualified psychological supervision. One year of this experience shall be in working with children. One year of supervised field experience (internship or externship) or one year of teaching experience at the elementary or secondary level may be substituted for one year's experience as a psychologist.

* An individual receiving a doctorate from an APA approved program in clinical or school psychology will be eligible for certification without evaluation of individual courses.

12. Pupil Personnel Worker

a. eligibility for a professional certificate,

b. three years of satisfactory teaching experience; at the recommendation of the local superintendent, two years of related experience may be counted for two years of teaching experience,

c. not less than 24 semester hours of post-baccalaureate graduate credits distributed as follows:

(1) fifteen semester hours of credit as specified from the following fields of study:
  (a) human growth and development — 6 credits
  (b) sociology* — 6 credits, including introduction to social service or family and child welfare, and interviewing in social welfare
  (c) counseling procedures and techniques — 3 credits

(2) nine semester hours of credit from the fields of guidance and the biological, sociological, and psychological sciences, such as the following:
  (a) mental hygiene
  (b) pupil analysis
  (c) principles and philosophy of guidance
  (d) tests and measurements
  (e) aptitudes and aptitude testing
  (f) psychology of learning
  (g) biological and sociological bases of behavior
  (h) psychology and education of the exceptional child
  (i) dynamics of the family and the psychology of family relations
  (j) sociology of juvenile delinquency
  (k) anthropology

13. Reading Specialist

a. eligibility for a professional certificate,

b. three years of successful teaching and/or clinical experience,

c. a master's degree or its equivalent of post-baccalaureate graduate credit in reading and related areas distributed as follows:

(1) a minimum of 12 semester hours in reading courses, with at least one course in each of the following areas of reading:
  (a) foundation or survey course
  (b) diagnosis and correction of reading difficulties
  (c) clinical or laboratory practicum

(2) at least one course in each of the following areas:
  (a) measurement and/or evaluation
  (b) personality and/or mental hygiene
  (c) educational psychology and/or human development education

(3) the remaining semester hours to be in reading and/or related areas, such as speech, phonetics, special education, and human development education.

---

* Note: Pupil personnel workers have encountered difficulty in satisfying the sociology requirement C (1) (b). On the basis of the authority granted to the State Superintendent of Schools, Dr. Sensenbaugh has permitted the Office of Certification to accept three semester hours in sociology, including the introduction to social service or family and child welfare as described in C (1) (b) when three additional semester hours of credit are earned either as appropriate elective sociology credit or three additional elective credits in section C (2).

14. Reading Teacher

a. eligibility for a professional certificate,

b. at least two years of successful classroom teaching experience,

c. twelve semester hours of post-baccalaureate graduate credit in reading, including a foundation or survey course and courses in diagnosis and correction of reading difficulties.

15. Speech Pathologist and Audiologist*

A professional certificate in speech pathology or audiology shall be issued to an applicant who satisfies the requirements given under a. or b., below:

a. a master's degree in the appropriate area, speech pathology or audiology, from an institution with an approved program at the time of graduation

OR

b. a bachelor's degree and study at the graduate level. The applicant's total academic experience shall include the completion of 60 semester hours of credit distributed as follows:

(1) a minimum of 18 semester hours in courses that provide fundamental information applicable to the normal development and use of speech, hearing, and language chosen from such fields as:
   (a) psychological and sociological aspects of human development
   (b) anatomical, physiological, neurological, psychological, and physical bases of speech, hearing, and language
   (c) genetic and cultural aspects of speech and language development

(2) a minimum of 42 semester hours, of which 30 semester hours must be in graduate level courses acceptable toward a graduate degree, in courses that provide information about and training in the diagnosis, treatment, and management of speech, hearing, and language disorders and that provide information supplementary to these fields distributed as follows:
   (a) at least 24 semester hours in the diagnosis, treatment, and management area in the field where certification is sought, of which:
      (i) a minimum of 18 semester hours must include content in the diagnosis, evaluation, and treatment of various types of disorders of speech, hearing, and language in children and adults
      (ii) a maximum of six semester hours may be included in the organization and administration of programs designed to provide direct service to those with disorders of communication
      (iii) a maximum of six semester hours may be included in content relative to the education of individuals with communicative disorders
   (b) not less than six semester hours in audiology for the Speech Pathologist or in speech pathology for the Audiologist
   (c) not more than six semester hours that provide academic credit for clinical practice

* Any person holding the Certificate of Clinical Competence in the appropriate area or whose application has been approved by the American Speech and Hearing Association will be eligible for certification without evaluation of individual courses.

(d) course content supplementary to the fields of speech, hearing, and language includes:
(i) psychology of personality or adjustment
(ii) psychology and education of the exceptional child
(iii) theories of learning and behavior
(iv) psychometrics
(v) abnormal psychology
(vi) clinical psychology
(vii) counseling
(viii) interviewing
(ix) social work
(x) otolaryngology

(3) completion of 275 clock hours of supervised clinical experience in the evaluation and rehabilitation of children and adults presenting a variety of disorders of communication, the experience being obtained within the training institution or in one of its cooperating programs, preferably including some experience in a public school setting, and distributed as follows:
(a) at least 200 clock hours must be obtained in the area in which certification is sought,
(b) not less than 25 clock hours must be obtained in audiology for the Speech Pathologist and in speech pathology for the Audiologist,
(c) full-time paid professional experience, obtained within the State of Maryland and under the supervision of an individual certified or licensed by the State in the area of certification sought by the applicant, may be substituted for a maximum of 75 clock hours of supervised clinical experience required under (3), above, at the rate of 75 clock hours for each full school year of such paid professional experience.

16. Therapists (Occupational and/or Physical Therapists)

a. Graduation from a school of occupational therapy or graduation from a school of physical therapy, the school in each case having been approved in the year of graduation by the Council on Medical Education and Hospitals of the American Medical Association;

b. In addition, a physical therapist shall hold a license currently in force and issued by the Maryland State Board of Physical Therapy Examiners as a physical therapist, proof to be submitted with the application;

c. Recent credit and renewal regulations do not apply to these two categories.

30

C. Teachers

General

1. Early Childhood Education (*Nursery School, Kindergarten, Grades 1-3*)

A standard professional teacher's certificate in early childhood education shall be issued to an applicant who meets the requirements of 13.06.01.02 A.1.a., c., or d.; or 2.a., or b.; or 3.a., or b.; or meets the following requirements:

a. a bachelor's degree from an accredited institution,

b. not less than 80 semester hours in academic content courses, including the following:

English	9 semester hours
social studies	9 semester hours must include 6 semester hours in history and 3 semester hours in geography
mathematics	3 semester hours
science	6 semester hours which include 3 semester hours each in biological and physical science
art	2 semester hours
music	2 semester hours
physical education	2 semester hours

c. at least 26 semester hours in a planned program of professional education in the field of early childhood education, including the following:

(1) six semester hours in foundations of education, including a course in psychological foundations of education;

(2) twelve semester hours in curriculum and methods in early childhood education which must include three semester hours in reading and methods in two of the following areas: language arts, social studies, creative activities;

(3) eight semester hours in supervised observation and student teaching, which shall have been done on a full-time basis over a specified period of weeks and which shall have been a combination of nursery or kindergarten teaching and teaching in grade 1, 2, or 3; provided that two years of successful teaching experience at the early childhood level as described above may be substituted for this requirement as long as the total number of semester hours in professional courses is not reduced thereby below 22 semester hours.

2. **Elementary Education**

A standard professional elementary school teacher's certificate shall be issued to an applicant who meets the requirements of 13.06.01.02 A.1.a., c., or d.; or 2.a., or b.; or 3.a., or b.; or meets the following requirements:

a. a bachelor's degree from an accredited institution,

b. not less than 80 semester hours in academic content courses, including the following:

(1) English ..... 12 semester hours

(2) social studies ..... 15 semester hours, of which 3 semester hours must be in geography and 9 semester hours in history

(3) science ..... 12 semester hours, of which 3 semester hours must be in biological science and 3 semester hours in physical science

(4) mathematics ..... 6 semester hours

(5) music ..... 2 semester hours

(6) art ..... 2 semester hours

(7) physical education ..... 2 semester hours

c. at least 26 semester hours in a planned program of professional education in the field of elementary education including the following:

(1) six semester hours in foundations of education, including a course in psychological foundations of education;

(2) twelve semester hours in curriculum and methods of elementary education which must include three semester hours in methods of teaching reading and at least methods in two of the following areas: arithmetic, science, social studies, language arts;

(3) eight semester hours in supervised observation and student teaching, which shall have been done on a full-time basis over a specified period of weeks, provided that two years of successful teaching experience at the elementary school level may be substituted for this requirement as long as the total number of semester hours in professional courses is not reduced thereby below 22 semester hours.

d. teachers who meet the requirements of 2.b. and hold either a secondary school or a junior high school teacher's certificate may teach grades 5 and 6.

e. teachers holding either secondary school or junior high school teachers' certificates may teach in departmentalized grades 5 and 6, provided they are assigned to teach the subject(s) for which their certificates are valid.

3. **Junior High Education**

Junior high school teachers' certificates shall no longer be issued.

Existing junior high school certificates, upon expiration, may be extended for three-year periods upon the presentation for each three-year extension of six semester hours of credit leading to the issuance of either the Standard Professional Certificate-Elementary Level or the Standard Professional Certificate-Secondary Level. Such extensions may also be granted upon presentation of six semester hours of appropriate credit leading to the issuance of a certificate in a special field of teaching.

An elementary school teacher may teach an academic subject in grades 7, 8, or 9, provided he meets the content requirement for a secondary school certificate in the subject(s) to be taught.

4. **Middle School Education**

The elementary school teacher's certificate shall be considered valid for an assignment through grade eight in a middle school organization. This rule will apply to any variation of pattern of instruction; i.e., self-contained classroom, team teaching, or departmentalized organization. In light of the above definition, the term "middle school" may include as many as four grade levels beginning with grade 4 or 5 and, in some cases, extending through grade 8.

In a departmentalized organization, a high school certificate in the appropriate subject(s) shall be considered valid, provided that the teacher's assignment includes not less than 50 percent of the teaching load in the subject(s) in which the teacher is certificated.

5. Secondary Education

A standard professional secondary school teacher's certificate in academic subjects shall be issued to a teacher who meets the requirements of 13.06.01.02 A.1.a., c., or d.; or 2.a. or b.; or 3.a., or b.; or meets the following requirements:

a. a bachelor's degree from an accredited institution,

b. at least the number of semester hours listed in one of the following fields of study:
   (1) English — 24, exclusive of such courses as drama, speech, and theatre
   (2) history — 24, including 6 semester hours in U.S. history
   (3) geography — 24, provided that a qualified social studies teacher with 15 semester hours in geography may teach this subject
   (4) social studies — 36, which shall include 18 semester hours in history (including 6 semester hours in U.S. history), 6 semester hours in economics, and one course in each of the following: sociology, political science, and geography
   (5) mathematics — 24, provided that 18 semester hours are acceptable if the applicant completed three or more units of senior high school mathematics and the 18 semester hours are composed entirely of generally recognized college mathematics content
   (6) a single foreign language — 24, provided that 18 semester hours are acceptable if the applicant completed two or more units of the foreign language during the last three years of secondary school
   (7) biology — 24
   (8) chemistry — 24
   (9) earth science — 24
   (10) physics — 24
   (11) secondary school general science — 36, which shall include 18 semester hours in one field of science chosen from (7), (8), (9), or (10), and six semester hours each in two of the remaining fields:
      (a) a junior high school general science teacher (grades 7, 8, 9) may substitute six semester hours in physical science or earth science for the physics requirement,
      (b) a senior high school general science teacher who, in addition to meeting the above requirements, has a minimum of 15 semester hours in another science may be assigned to teach this science.
   (12) any other academic subject which is normally offered in the secondary school program of studies — 24.

c. at least 18 semester hours in a planned program of professional education, including the following:
   (1) six semester hours in foundations of education, including a course in psychological foundations of education;
   (2) six semester hours in secondary education, including:
      (a) curriculum or principles of secondary education
      (b) special methods in the subject in which the applicant may be certificated
   (3) six semester hours in supervised observation and student teaching in the teaching subject, which shall have been done on a full-time basis over a specified period of weeks, provided that two years of successful teaching experience in the teaching subject may be substituted for this requirement, as long as the total number of semester hours in professional courses is not reduced thereby below 15 semester hours;
   (4) teachers of English and social studies*, in addition to the above 18 semester hours, must also present three semester hours in special methods of teaching reading.

* The term "social studies" is considered in its generic sense.

SPECIAL AREAS (ELEMENTARY AND SECONDARY)

A Standard Professional Elementary or Secondary School Teacher's Certificate in any of the following special subject areas (including vocational education) shall be issued to a teacher who meets the requirements of 13.06.01.02 A 1. a., c., or d.; or 2. a., or b.; or 3. a., or b. in the specific subject or area.

For all secondary school teachers (including vocational education teachers) who do not qualify under 13.06.01.02 A 1. a., c., or d.; or 2. a., or b.; or 3. a. or b. in the specific subject or area, in addition to meeting the specific course requirements and credits in the subject field, a bachelor's degree from an accredited institution, and the required professional courses for secondary school teachers as listed under 13.06.01.05 C. General, 5c. or the specific requirements listed in each category must be presented.

1. **Agriculture**
   a. at least 45 semester hours in agriculture, including courses in plant sciences, animal sciences, soils, agricultural economics, and agricultural engineering. For teachers of specific areas in agriculture the following must be met:
      (1) horticulture — 45 semester hours in agriculture, including at least 24 semester hours in horticulture and related plant sciences;
      (2) any other specific agricultural subject — 45 semester hours in agriculture, including at least 24 semester hours in the specific subject to be taught.
   b. at least 18 semester hours of professional education, including the following:
      (1) six semester hours in foundations of education, including a course in psychological foundations of education;
      (2) four semester hours in organization, curriculum, and methods of teaching agriculture, including two semester hours in special methods of teaching agriculture;
      (3) six semester hours in supervised observation and student teaching in agriculture, which shall have been done on a full-time basis over a specified period of weeks, provided that two years of successful teaching experience in the teaching subject may be substituted for this requirement as long as the total number of semester hours in professional courses is not reduced thereby below 15 semester hours.

2. **Agricultural Teacher-Coordinator**
   a. eligibility for a professional certificate in agriculture which includes a course in each of the following: trade or occupational analysis, history and principles of vocational education, coordination of cooperative programs;
   b. one year or 2,000 hours of occupational experience in an agriculture field or college supervised work-experience plan for which a minimum of three semester hours of credit was granted or has successfully taught agriculture education for a period of three years and has exhibited competence in supervising agricultural production projects and summer work experience programs.

3. Art (Elementary School)

A bachelor's degree from an accredited institution, including 30 semester hours in art as outlined in secondary art section 5 and, in addition to or as part of the requirement for the degree, credit for course work in the following areas:

a. six semester hours in foundations of education, including a course in psychological foundations of education;

b. two semester hours in materials and methods of teaching art at the elementary school level;

c. six semester hours of directed student teaching in art at the elementary school level*, provided that two years of successful teaching experience in art at the elementary school level may be substituted for this requirement, as long as the total number of semester hours in professional courses is not reduced. Elective professional courses chosen from such areas as audiovisual, creative activities, or additional art education courses may be presented to complete the professional requirement.

4. Art (Elementary Endorsement)

Endorsement of a professional elementary school teacher's certificate for certification in elementary school art.

Course credit from each of the areas indicated under secondary art section 5 as follows:

a. six semester hours
b. four semester hours
c. four semester hours

AND

d. two semester hours

In addition, the applicant shall present course credit in methods and materials of teaching elementary school art.

5. Art (Secondary School)

At least 30 semester hours of credit in art, including the following areas:

a. fundamentals of design (two and three dimensions).....6 semester hours
applied design (including materials and techniques used in school art) .....3 semester hours
b. ceramics and sculpture .....6 semester hours
c. drawing, painting, and graphic processes, with credit required in each area .....9 semester hours
d. art history survey .....6 semester hours

* The required semester hours of student teaching may be divided with approximately equal time allocated to this experience at the elementary and secondary school levels.

6. **Business Education**

a. thirty-six semester hours of content credit, including the following:

(1) a minimum of 18 semester hours distributed in at least six of the following areas: accounting, business law, business mathematics, economics, business organization and management, office practice, salesmanship, and data processing;

(2) proficiency in typewriting demonstrated in one of the following ways:

(a) successful completion of the most advanced college typewriting course offered by a two- or four-year accredited institution;

(b) the most advanced course in typewriting can be waived upon the successful completion of a proficiency test that is developed and administered by a two- or four-year accredited institution offering advanced courses in typewriting, plus successful completion of a methods course in business education which includes methods of teaching typewriting.

b. teachers of shorthand must meet the requirements of (1) and (2) and demonstrate proficiency in the vocational system of shorthand to be taught in one of the following ways:

(1) successful completion of the most advanced college shorthand/transcription course offered by a two- or four-year accredited institution;

(2) the most advanced course in shorthand can be waived upon the successful completion of a proficiency test that is developed and administered by a two- or four-year accredited institution offering advanced courses in shorthand, plus successful completion of a methods course in business education which includes methods of teaching shorthand.

c. teachers of bookkeeping must present 36 semester hours of content credit and meet the requirements of a. (1), including 12 semester hours in accounting;

d. teachers who meet the requirements of 36 semester hours in content that does not include shorthand, typing, and 12 semester hours in accounting may be issued certificates in business education noting these exclusions. A teacher desiring to be assigned other business subjects must present evidence of a maximum of six semester hours in the subject to be taught.

7. **Business Education Teacher-Coordinator**

a. eligibility for a professional certificate in business education which includes preparation in each of the following: trade or occupational analysis, history and principles of vocational education, coordination of cooperative programs;

b. one year or 2,000 hours of occupational experience in business and office work, or college supervised work-experience program for which a minimum of three semester hours of credit was granted.

8. Cooperative Vocational Education Programs

a. eligibility for a professional certificate in secondary education;

b. preparation in each of the following areas: trade or occupational analysis, history and principles of vocational education, coordination of cooperative programs;

c. one year or 2,000 hours of occupational experience gained in business, industrial, or agricultural fields. Completion of a three-semester-hour course, which is part of an approved teacher-education program and which has as its objective supervised quality work experience (internship), will be accepted as meeting the occupational experience requirement.

9. Data Processing (Business)

a. eligibility for a professional certificate in business education;

b. a minimum of six semester hours in accounting;

c. technical preparation in data processing should provide experience and training compatible with the instructional program to be taught. This preparation may be satisfied through successful completion of a minimum of six semester hours of preparation in data processing or the equivalent through inservice study or an equivalent combination of semester hours and inservice study

OR

d. completion of a minimum of two years of acceptable college study leading to an associate or bachelor's degree. A minimum of six semester hours in accounting can be a part of or should be taken in addition to the two-year program;

e. two years data processing experience related to the programs to be taught;

f. eighteen semester hours of professional work completed at an accredited teacher training institution including:

(1) methods of teaching business subjects or methods of teaching vocational-industrial subjects
(2) psychological foundations of education
(3) principles of business education or principles of vocational education
(4) tests and measurements
(5) audio-visual aids

The remaining semester hours shall be chosen from the following elective areas:

(6) curriculum development
(7) foundations of education
(8) vocational guidance

A year of successful teaching experience in data processing is required of all teachers who have not completed student teaching.

10. Distributive Education — Teacher-Coordinator

a. a bachelor's degree from an accredited institution with a minimum of 18 semester hours in professional credit, showing preparation in areas chosen from the following:

(1) philosophy and principles of vocational and/or secondary education

(2) psychological foundations of education

(3) occupational analysis and/or curriculum construction

(4) methods of teaching distributive education

(5) coordination and administration of part-time cooperative programs

(6) supervised observation and student teaching (6 semester hours)

Two years of successful teaching experience may reduce the total number of credits to 15 semester hours

b. twelve semester hours preparation in areas covering merchandising, marketing, and management in the distribution of goods and services. These may be included as a part of the degree program or taken in addition thereto, with six semester hours in each of the following two areas:

(1) marketing and merchandising — retailing, principles of marketing, retail and/or wholesale merchandising, salesmanship, advertising, display, sales promotion, credit, fashion merchandising, purchasing, wholesaling, industrial marketing, real estate, insurance;

(2) management — business management, sales management, personnel management, financial operations of business, business accounting, principles of accounting, cost accounting, business organization, stock control, traffic management, personnel development and/or training, selection of personnel, labor and industrial relations, tax accounting.

c. one year or 2,000 hours of occupational experience in retailing, wholesaling, or the service occupations. Applicants providing evidence of work experience in the real estate or insurance fields must have held a licence in the field and have held managerial or supervisory positions. Completion of an approved teacher education program which provides cooperative work experience in distribution will be accepted as meeting the work experience requirement.

11. Driver Education Instructors

a. Driver Education — Classroom Instructor — instructor who may render classroom, simulation, multiple-car-range, and on-road behind-the-wheel instruction in a driver education program sanctioned by the Maryland State Department of Education and who meets the following requirements:

(1) eligibility for a professional certificate,

(2) holds a bachelor's degree from a regionally and/or state accredited institution, and as part of the bachelor's degree or in addition to the degree, has at least 18 semester hours of credit in driver education distributed as follows:

(a) twelve semester hours of credit as specified in the following fields with at least one three-semester-hour course in each area:

(i) the highway transportation system and the driving task

(ii) driver education curriculum development, modification, implementation

(iii) simulation and on-road behind-the-wheel instruction in driver education programs

(iv) multiple-car-range instruction and driver education program administration and supervision

(b) six semester hours selected from:

(i) accident causation and prevention

(ii) alcohol and traffic safety

(iii) student teaching in driver education

(iv) traffic law and/or traffic engineering

b. Driver Education — Laboratory Instructor — an instructor who may render simulation, multiple-car-range, and on-road behind-the-wheel instruction in a driver education program sanctioned by the Maryland State Department of Education and who meets the following requirements:

(1) holds a high school diploma or the equivalent,

(2) has completed a State-approved program in driver education including:

(a) the highway transportation system and the driving task

(b) simulation instruction in driver education, multiple-car-range, and on-road behind-the-wheel instruction

(c) internship in driver education

OR

(3) has completed college credit as outlined in a. (2) (a) and (b)

OR

(4) presents any combination of courses selected from a. (2) (a) and (b) and the subject areas of b. (2) (a), (b), and (c) that would be equivalent to the State-approved program for the laboratory instructor.

The initial laboratory instructor permit is issued for a five-year period and renewed for a five-year period. Subsequent renewals are for ten years. All renewals may be issued at the request of the local superintendent or the principal of the nonpublic school, as appropriate, without the earning of additional credits.

12. Foreign Languages (Modern) in the Elementary School

a. eligibility for a professional elementary school teacher's certificate, and

(1) demonstrated competency in the language, either through the presentation of college credit or a certificate of competency issued by a college or university after an oral interview by a native teacher, *and*

(2) credit for a course in methods of teaching modern foreign languages in the elementary school

OR

b. eligibility for a professional secondary school teacher's certificate in a modern language, *and*

(1) demonstrated competency in the language, *and*

(2) credit for courses in:

(a) child psychology at the elementary school level.....3 semester hours

(b) methods of teaching modern foreign languages in the elementary school .....3 semester hours

(c) student teaching at the elementary school level.....4 semester hours
One year of satisfactory experience as a teacher at the elementary school level may be substituted for the student teaching requirement.

OR

c. graduation from a liberal arts college, *and*

(1) demonstrated competency in the language to be taught (not less than 18 semester hours of college credits preferred), *and*

(2) credit for courses in:

(a) child psychology at the elementary school level.....3 semester hours

(b) elementary school curriculum and methods.....6 semester hours

(c) methods of teaching modern foreign languages in the elementary school .....3 semester hours

(d) student teaching at the elementary school level .....6 semester hours
Two years of successful teaching experience at the elementary school level may be substituted for the student teaching requirement as long as the total number of semester hours in professional courses is not reduced thereby below 15 semester hours.

OR

d. native of a foreign country where the language to be taught was the native tongue, *and*

(1) a baccalaureate degree or the equivalent from a recognized collegiate institution, *and*

(2) credit for courses in:

(a) child psychology at the elementary school level.....3 semester hours

(b) elementary-school curriculum and methods .....6 semester hours

(c) methods of teaching modern foreign languages in the elementary school .....3 semester hours

(d) student teaching at the elementary school level.....6 semester hours
Two years of successful teaching experience at the elementary school level may be substituted for the student teaching requirement as long as the total number of semester hours of professional courses is not reduced thereby below 15 semester hours.

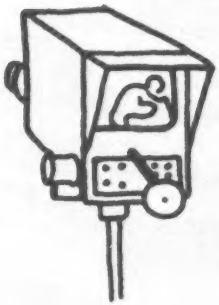
13. Health Education

At least 30 semester hours of credit in health and hygiene course work dealing with factual information regarding health and information and experience dealing with the organization and implementation of the total school health program, including the following:

a. twelve semester hours in at least three of the following content areas: human anatomy, nutrition, physiology, and bacteriology;

b. nine semester hours in health and hygiene course areas: personal and community health, first aid and safety, mental hygiene, health, health problems of children and youth, epidemiology, and public health;

c. nine semester hours in course work dealing with organization and implementation of school health, the school health program and its functions, school health services, health appraisal and screening procedures, observation and field work in health education, health aspects of home and family life.



42

14. Health Occupations Education Programs*

a. a bachelor's degree from an accredited institution with a major in the occupational area to be taught. Eighteen semester hours of approved professional education courses included as part of the degree program or taken in addition thereto, as listed in d.

OR

b. an associate degree from an accredited institution in the occupational area to be taught or a diploma in nursing from an approved professional nursing program, and

(1) eighteen semester hours of approved professional education courses as listed in d.,

(2) two years of approved occupational experience related to the program to be taught

OR

c. graduation from secondary school or a certificate of equivalence, and

(1) eighteen semester hours of approved professional education courses, as listed in d.,

(2) five years of approved occupational experience related to the program to be taught,

d. a planned program of 18 semester hours in professional education, including the following areas:

(1) six semester hours in foundations of education, including a course in psychological foundations of education,

(2) three semester hours in materials and methods in the occupation to be taught,

(3) three semester hours in principles of curriculum development,

(4) six semester hours elected from the following areas:

(a) training aids development or audio-visual education
(b) educational measurements
(c) principles of personnel management
(d) principles of management in a nursing unit — or other health occupation area
(e) laboratory organization and management
(f) clinical practicum in subject area
(g) mental hygiene in the classroom
(h) problems in occupational education
(i) principles of vocational guidance

A year of successful teaching experience in the occupational area to be taught is required of all teachers who have not completed student teaching.

---

* Teachers of health occupations education programs shall be governed by current licensure, certification, or registration and regulations administered by professional organizations or legally constituted authorities in the state and shall comply with the Requirements for Certification as Teachers of Health Occupations as defined by the Maryland State Board of Education.

15. Teachers of the Hearing Impaired

A Standard Professional Certificate valid for teaching the hearing impaired shall be issued to a teacher who meets the requirements in any of the provisions of 13.06.01.02A.1a., c., or d.; or 2a. or b.; or 3a., or b.; or who meets the following requirements:

a. a bachelor's degree in the area of special education from an institution with an approved program in the preparation of teachers of the hearing impaired. Such a program should include a minimum of 30 semester hours related to the area of the hearing impaired as outlined below:

(1) foundations of education of the hearing impaired
  (a) psychology of the hearing impaired.....3 semester hours

(2) speech science and audiology
  (a) auditory and speech mechanisms: anatomy, physiology, pathology, and hearing aid selection and evaluation....3 semester hours

(3) language and communication
  (a) teaching of communication to the hearing impaired: speech, speech reading, auditory training, and other current approaches.....3 semester hours
  (b) normal and abnormal language development.....3 semester hours
  (c) teaching of language to the hearing impaired: phonology, morphology, syntax, and semantics.....3 semester hours

(4) curriculum and instruction
  (a) methods of teaching elementary or secondary school subjects to the hearing impaired (according to level of assignment).....3 semester hours
  (b) the reading process (methods and materials).....3 semester hours
  (c) the teacher-learning process (diagnostic and prescriptive teaching).....3 semester hours

(5) practicum
  (a) practicum of 240 clock hours which may include experience in public and/or nonpublic situations or an internship practicum as described in the definitions of terms applicable to teachers of the hearing impaired

OR

b. a bachelor's degree from an accredited institution with certification in early childhood, elementary, or secondary education according to the level of teaching assignment.

As part of the degree, or in addition thereto, a combination of 18 semester hours of college credit or equivalent inservice training approved by the Maryland State Department of Education (the latter not to exceed 15 credits) in the area of the hearing impaired to be distributed among all of the areas listed below:

(1) nature and needs of the hearing impaired.....3 semester hours
(2) anatomy and physiology of the ear, audiology and auditory training, and hearing aid selection and evaluation.....3 semester hours
(3) normal and abnormal language development.....3 semester hours
(4) the communicative process, including language acquisition for the hearing impaired.....3 semester hours
(5) reading and the language arts for the hearing impaired....3 semester hours
(6) ninety clock hours of practicum and/or internship practicum, including development and use of media for the hearing impaired.....3 semester hours

OR

c. a master's degree or its equivalent from an accredited institution with an approved program in the preparation of teachers of the hearing impaired. Such a program must reflect the requirements delineated under a. (1), (2), (3), (4), and (5).

RENEWAL — Standard Professional Certificate

A teacher certificated under ByLaw 13.06.01.02 A. must present six semester hours of graduate level college credit or inservice credit in the area of the hearing impaired or related fields at the end of three years. No more than 15 inservice credits may be presented in meeting the requirements for the Advanced Professional Certificate within the prescribed ten-year period.

An Advanced Professional Certificate for the teaching of the hearing impaired shall be issued to a teacher who meets the requirements as outlined in 13.06.01.02 B with the provision that the master's degree or its equivalent shall have a concentration of 15 semester hours in the area of the hearing impaired.

A Provisional Certificate may be issued to a teacher who has a bachelor's degree from an accredited institution in a field other than teaching. To continue in an assignment for teaching the hearing impaired, the teacher must:

a. present plans for an approved program of study leading to a Standard Professional Certificate as outlined above;

b. present six semester hours of credit during each two-year period of service in Maryland.

PROVISIONS FOR TEACHERS CURRENTLY CERTIFICATED

Teachers currently holding professional certificates for teaching the hearing impaired or holding professional certificates in other areas of special education issued by the Maryland State Department of Education on the date the above requirements become effective will not be required to meet the new regulations.

Teachers currently holding provisional certificates for teaching the hearing impaired issued by the Maryland State Department of Education on the date the above requirements become effective may qualify for the Standard Professional Certificate by meeting the previously existing requirements by September 1, 1974, or by meeting the requirements set forth herein.

Teachers currently holding Council on Education of the Deaf (C.E.D.) certification shall apply for a Professional Certificate, which may be issued upon approval of the State Superintendent of Schools.

16. Home Economics — child development laboratory

a. a bachelor's degree from an accredited institution with a major in home economics, home economics education, or child development;

b. professional education as stated in the current certification manual for the State of Maryland for home economics teachers or for teachers in early childhood education;

c. experience in directed observation and participation with organized groups of preschool children.

17. Home Economics — consumer and homemaking education

a. not less than 36 semester hours of credit in home economics earned at an accredited college or university and distributed as follows:

(1) child development and family relationships, including preparation in each area and directed experiences with organized groups of preschool children.....6 semester hours

(2) housing, interior design, and applied art, including preparation in home planning, furnishings, equipment, basic art, and design applied to the home.....6 semester hours

(3) food and nutrition, including preparation in management, economics, nutrition, scientific principles of food preparation .....6 semester hours

(4) textiles and clothing, including preparation in economics, selection, textiles, design, and construction.....6 semester hours

(5) home management and family economics, including preparation in home management theory, family and consumer economics, management resident experience....6 semester hours

(6) electives from above areas.....6 semester hours

b. general education studies, including courses in physical science, biological science, economics, sociology, and psychology.

18. Home Economics — vocational home economics occupational programs

a. teachers in home economics occupational programs shall meet the certification requirements for teachers of consumer and homemaking education with at least 12 semester hours in the subject area to be taught (foods, clothing, child development, etc.). Child development laboratory teachers should have at least three semester hours in a course offering directed experience with organized groups of preschool children. One year or 2,000 hours of work experience related to the subject to be taught is required. Completion of an appropriate teacher education program, three semester hours of which has as a regular part of its curriculum supervised work experience, will be accepted as meeting the occupational experience requirement

OR

b. a bachelor's degree from an accredited institution with a major in the subject area to be taught (such as institutional administration, foods, clothing and textiles, child development, early childhood education) with at least 18 professional education credits (ref. 13.06.01.05, C., General, 5c.). Child development laboratory teachers should have at least three semester hours in a course offering directed experiences with organized groups of preschool children. One year or 2,000 hours of work experience related to the subject to be taught is required. Completion of an appropriate teacher education program, three semester hours of which has as a regular part of its curriculum supervised work experience, will be accepted as meeting the occupational experience requirement

OR

c. in food service or clothing services, graduation from secondary school or a certificate of equivalence and 18 semester hours of approved professional course work relating to teaching vocational education (ref. section d. (1) Trades and Industry Programs) plus five years work experience related to the subject to be taught.

19. Industrial Arts

a. at least 36 semester hours of credit in industrial arts. The numbers in parentheses indicate the minimum number of semester hours required in each area.

(1) manufacturing and construction technology (12)
- (a) metalworking (3) (metal fabrication — bench metal, sheet metal) (metal processing — forge, foundry, machine shop, welding)
- (b) woodworking (3) (wood processing — cabinetmaking, furniture making, patternmaking)
- (c) comprehensive industrial arts (general industrial arts)
- (d) construction (carpentry, masonry)
- (e) crafts (art metal, ceramics, lapidary, leather, textiles)
- (f) plastics

(2) communications technology (9)
- (a) drafting (6)
- (b) design
- (c) graphic arts
- (d) photography
- (e) printing
- (f) electronic communications (audio or visual media)

(3) power technology (6)
- (a) electricity/electronics (3)
- (b) aeronautics/aero-space
- (c) automotives
- (d) fluidics
- (e) power mechanics
- (f) transportation
- (g) nuclear

(4) six semester hours may be credited in areas similar to the following:
- (a) career development and occupational information
- (b) data processing
- (c) industrial organization
- (d) industrial sociology
- (e) introduction to special education
- (f) manufacturing processes
- (g) marketing principles and organization
- (h) modern industry
- (i) personnel management (industrial relations)
- (j) production management
- (k) recent technological developments of products and processes
- (l) research and experimentation/development
- (m) structure and operations of industries

It is highly recommended that some elective credits be taken in this area

OR

b. certificates may be issued to applicants who present credit for 36 semester hours in the area of industrial arts. The program shall include the following:

(1) a minimum of fifteen semester hours in a. (1) or a. (2) or a. (3) above,

(2) a minimum of six semester hours in *each* of the remaining two categories in b. (1) above,

(3) the balance of the 36 semester hours shall be made up under a. (1) and/or a. (2) and/or a. (3) and/or a. (4) above. Under a. (4), six semester hours may be granted toward certification. It is highly recommended that some elective credits be taken in the a. (4) area. Regardless of which avenue pursued, the applicant must earn a minimum of six semester hours in drafting and a minimum of three semester hours, each in the area of woodworking, metalworking, and electricity/electronics.

Under a. or b. above, occupational experience may be evaluated, by examination, for substitution of certain coursework up to a maximum of fifteen semester hours. These examinations will be given under the supervision of an industrial arts degree granting institution.

20. Music (Elementary School)

A bachelor's degree from an accredited institution, including 30 semester hours in music as outlined in secondary music section 22 and, in addition to or as part of the requirement for the degree, credit for course work in the following areas:

a. six semester hours in foundations of education, including a course in psychological foundations of education;

b. two semester hours in materials and methods of teaching music at the elementary school level;

c. six semester hours of directed student teaching in music at the elementary school level*, provided that two years of successful teaching experience in music at the elementary school level may be substituted for this requirement, as long as the total number of semester hours in professional courses is not reduced. Elective professional courses chosen from such areas as audiovisual, creative activities, or additional music education courses may be presented to complete the professional requirement.

21. Endorsement of a professional elementary school teacher's certificate for certification in elementary school music

Course credit from each of the areas indicated under secondary music section 22. as follows: a.. six semester hours, including music theory, b. six semester hours, and c. four semester hours.

In addition, the applicant shall present course credit in methods and materials of teaching elementary school music.

22. Music (Secondary School)

At least 30 semester hours of credit in music including the following areas:

a. basic music: music theory (keyboard and written harmony, sight reading, ear training, and dictation), form and analysis, composition, vocal and instrumental arranging, counterpoint, and eurhythmics 10 semester hours

b. musical performance: shall include piano, voice, conducting, basic instrument techniques, ensemble experience, and a major performance area 16 semester hours

c. music history: history of music and/or appreciation of music 4 semester hours

* The required semester hours of student teaching may be divided with approximately equal time allocated to this experience at the elementary and secondary school levels.

23. Outdoor Education

a. a standard professional certificate appropriate to the level of the teaching assignment and the subject area,

b. endorsement in outdoor education upon the presentation of:

(1) a course dealing with the philosophy, materials and methods of outdoor education, *and*

(2) fifteen semester hours in natural sciences chosen from such areas as biology, botany, geology, earth science, astronomy, ecology, zoology, entomology, ornithology, and oceanography, *and*

(3) one year's teaching experience in outdoor education or student teaching in this field.

24. Physical Education (Elementary School)

A bachelor's degree from an accredited institution, including 15 semester hours in foundation sciences as outlined in secondary physical education, section 26.a., 30 semester hours in physical education as outlined in secondary physical education section 26.b., and, in addition to or as part of the requirement for the degree, credit for course work in the following areas:

a. six semester hours in foundations of education, including a course in psychological foundations of education;

b. two semester hours in materials and methods of teaching physical education at the elementary school level;

c. six semester hours of directed student teaching in physical education at the elementary school level*, provided that two years of successful teaching experience in physical education at the elementary school level may be substituted for this requirement, as long the total number of semester hours in professional courses is not reduced. Elective professional courses chosen from such areas as audiovisual or additional physical education methods courses may be presented to complete the professional requirement.

25. Endorsement of a professional elementary school teacher's certificate for certification in elementary school physical education

Course credit from each of the areas indicated under secondary physical education section 26.a. and b. as follows:

a. six semester hours, including human anatomy and physiology,

b. sixteen semester hours.

In addition the applicant shall present course credit in methods and materials of teaching elementary school physical education.

* The required semester hours of student teaching may be divided with approximately equal time allocated to this experience at the elementary and secondary levels.

26. Physical Education (Secondary School)

a. approximately 15 semester hours in the foundation sciences, including biology or zoology, human anatomy, physiology, and chemistry, physics, or physical science;

b. a minimum of 30 semester hours of credit in physical education content with course work in each of the following areas:

(1) history, principles, philosophy of and orientation to physical education;

(2) kinesiology, body mechanics, physiology of exercise, theory of exercise, atypical or adapted or remedial physical education;

(3) personal health, community health, first aid, and/or prevention and care of athletic injuries;

(4) administration and organization, intramurals, athletic coaching theory, officiating theory;

(5) measurement and evaluation in physical education;

(6) physical laboratory skills: group games of low organization, group games of high organization, individual and dual activities, rhythms and dance activities, gymnastics and tumbling, aquatics, officiating.

27. Special Education (Handicapped)

A professional certificate in special education shall be issued to an applicant who instructs children who possess such types of handicaps as an orthopedic handicap with associated learning problems, mental retardation, visual limitation, emotional handicap, and other learning disorders, and who qualifies in one of the following ways:

a. graduation with a major in special education from an institution with a recognized department of special education. In addition to the baccalaureate or master's degree, or as a part thereof, the applicant shall have earned 30 semester hours of credit in specialized subject matter applicable to the teaching of handicapped children

OR

b. eligibility for certification in early childhood, elementary, or secondary education with not less than 18 hours of credit in special education, including a course in education of handicapped children as well as a course in nature and needs, and three courses to be concerned with the handicap for which the teacher is preparing;

c. special provisions to be applied temporarily for applicants who do not meet a. or b.:

(1) a newly appointed special education teacher who has qualified in another area and who has six semester hours of credit in special education before the school year begins may be issued a standard professional certificate in the area in which qualified, with the stipulation that the remaining 12 semester hours in special education shall be completed for the renewal of the certificate;

(2) a teacher who qualifies in another area and is issued a provisional degree certificate for a teaching assignment in special education may, upon the presentation of six semester hours in special education, be granted a standard professional certificate in the area in which he qualifies, with the stipulation that the remaining 12 semester hours in special education shall be completed for the renewal of the certificate;

(3) a teacher holding a professional certificate in another area and who was employed in the field of special education in Maryland prior to July 1, 1986, may substitute successful teaching experience in this area for college credit in special education. A maximum of six semester hours may be allowed for such experience at the rate of one year of experience for one semester hour of credit.

28. Speech

a. eligibility for a professional certificate,

b. either as part of a. or in addition, at least 24 semester hours of credit in speech distributed as specified in c. below:

c. at least one course in each of the following areas:
   (1) speech sciences and processes
   (2) theatre and oral interpretation
   (3) speech correction
   (4) public address

d. at least one course in the methods of teaching speech in the secondary or elementary school and appropriate student teaching in speech.

29. Technical Education Programs

a. a bachelor's degree from an accredited institution with emphasis in mathematics, science, and/or the field to be taught, and
   (1) eighteen semester hours of approved professional trade and industrial course work to be included as part of the degree program or taken in addition thereto [ref. section d. (1) Trades and Industry Programs],
   (2) at least three years of approved occupational experience in the field to be taught

OR

b. an associate degree or equivalent from an accredited institution, with major emphasis in the field to be taught, and
   (1) eighteen semester hours of approved professional trade and industrial course work to be included as part of the two-year program or taken in addition thereto [ref. section d. (1) Trades and Industry Programs],
   (2) at least five years of approved occupational experience in the field to be taught.

30. Trades and Industry Programs

a. a bachelor's degree in a vocational teacher education program from an accredited institution and at least two years of occupational experience in the trade to be taught

OR

b. a bachelor's degree from an accredited institution in Industrial Arts, Industrial Education, or Education for Industry or in the field of the occupation to be taught, and

(1) requirements of d. (1),

(2) at least two years of occupational experience in the trade to be taught (no more than 50 percent of this requirement may be fulfilled by summer or part-time employment experience)

OR

c. an associate degree, or successful completion of two years of a program leading toward a bachelor's degree in an accredited institution with major emphasis on the occupational area to be taught, and

(1) requirements of d. (1),

(2) at least three years of approved occupational experience in the field to be taught (no more than ⅓ of this requirement may be fulfilled with summer or part-time employment experience)

OR

d. graduation from secondary school or a certificate of equivalence, and

(1) eighteen semester hours of approved professional trade and industrial course work completed at an institution accredited for preparation of vocational-industrial teachers including:

(a) methods of teaching vocational-industrial subjects
(b) tests and measurements
(c) laboratory organization and management
(d) occupational analysis and course construction

The remaining semester hours shall be chosen from the following elective areas:

(e) training aids development
(f) principles of vocational guidance
(g) modern industry
(h) problems in occupational education
(i) history and principles of vocational education
(j) mental hygiene in the classroom
(k) general psychology and educational psychology

(2) five years of industrial experience related to the trade to be taught.

A maximum of three semester hours of elective credit may be earned through workshop activities which are co-sponsored by the Division of Vocational Education and the institution.

A year of successful teaching experience in the vocational subject to be taught is required of all teachers who have not completed student teaching.